



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

LIBRARY ADMINISTRATOR REGIONAL-KDLA

Job Number: 20001055

Job Code: 50130V000101

Job Group: 5000 - LIBRARIES

Job Established: 06/16/1982

Job Revised: 05/16/2007

Grade: 15 Salary (MIN - MID):

\$19,882-\$26,339 - Hourly

\$3,230.84-\$4,280.10 - 37.5 Hr. Monthly Salary

\$3,446.22-\$4,565.44 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Serves as the administrator of a library region. Provides consultative services to public library staff and trustees. May supervise employees; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a master's degree in Library Science.

EXPERIENCE:

Must have two years of professional library experience.

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

NONE

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Serves as liaison between local government officials, library boards and librarians in the region. Consults with local libraries on matters such as human resources, facilities construction and maintenance, grant writing and marketing. Attends library board meetings to advise on policy development and procedures. Serves as long range planning expert and advisor. Administers regional consortia. Plans and coordinates regional directors', bookmobile librarians', children's librarians' and reader's advisors' meetings. Informs library boards and libraries of legislation, new programs and available grants. Assists with budget preparations and formulation of local library policies. Provides training and orientation for local library boards. Coordinates special and ongoing projects. Plans, prepares, conducts and presents continuing education opportunities for public library staff. Organizes various library functions and operations such as technology, access and collection development. Supervises collection of necessary statistics for reports. Prepares professional and administrative reports. Frequent in-state travel. Interprets and enforces agency policy and procedures. May plan, assign and evaluate the work of employees.

UNIQUE PHYSICAL REQUIREMENTS:

May be required to lift books, computers, supplies and other equipment.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Typical work setting is an office/library.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.